

BOYS & GIRLS CLUB AFTERSCHOOL '19-'20

GREAT FUTURES START **HERE.**

2572 Route 302
Lisbon, NH 03585

(603) 838-5954
www.BGCNorthCountry.org



BOYS & GIRLS CLUB
OF THE NORTH COUNTRY

Welcome to BGCNC Afterschool 2019-2020!

We are so glad that your child will be joining us this year! We have created this handbook to provide you with everything you need to know about the Afterschool Program; Club rules, policies and procedures, special events, and more. Please read this information carefully to ensure that you and your child are ready for your first day at the Club and have a high-quality Club experience. If, after reading this handbook, you have any questions, please call us (603) 838-5954. We look forward to spending the year with you!



Sara Shovlin
BGCNC Executive Director

BE GREAT.

Frequently Asked Questions

What is the mission of the Boys & Girls Club of the North Country Afterschool Program?

The goal of the Boys & Girls Club of the North Country is to transform young people into even better people. In our Program, we provide members with a fun, safe, positive place, under the guidance of caring adults. We will strive to make it a great year for your child.

How much does the Afterschool Program cost?

The yearly Afterschool Program fee is \$175. When the Club is open for Staff Development Days, holidays, and vacation camps, there is an additional fee. Half-days are included in the yearly program fee.

If you are utilizing Boys and Girls Club funded transportation, there is an additional \$175 transportation fee. BGCNC funds transportation from the following schools: Bath Village School, Bethlehem Elementary School, Blue School, Lafayette Regional School, and Littleton Schools. With 180 days in the school year, parents/guardians will pay less than \$1/day for BGCNC programs and less than \$1/day for BGCNC transportation. Children attending from Lisbon School will only pay the \$175 program fee, as BGCNC does not fund this transportation service.

Is payment required up front?

Because it is our mission to serve all children, especially those who need us most, we have a no turn-away policy, ensuring that all children have a safe place to go after school, regardless of receiving payment. Payment is not due in advance of children attending the Club. Club member(s) are always welcome to attend the BGCNC during normal operating hours regardless of payment, but please understand that certain extra programs and privileges (after-club activities, vacation camps, field trips, and specialty programs such as sewing and rock climbing) may not be available until your balance is satisfied or a payment plan is created. Payment plans are available by request - please call or email Stephanie to discuss your options, admin@bgcnorthcountry.org.

How can I submit payments?

Payments can be submitted to Stephanie, BGCNC Administrative Assistant. Stephanie's office is the first office on the left when you arrive at the Club. You may pay her in the form of cash or check and she can also provide balances, invoices, or receipts at your request. You may also pay with a credit card on our website, www.BGCNorthCountry.org.

Does my child have to be registered for Afterschool in advance?

For children to attend the BGCNC Afterschool program, we require that registration forms are turned into the front office. Please either send your child with their form to drop off upon their arrival, stop by the Club, or mail in your forms.

Does my child have to attend every day?

No, your child is welcome to attend the Club on a schedule that works for you. We have some children who attend five days a week and others that attend only a few days a week and even every other week. The cost for Afterschool remains the same, no matter how many days you attend. If you join the Club on or after January 1st, the membership and transportation fee is cut in half.

What is the pick-up procedure?

The safety of our members is our number one priority. All members picked up from BGCNC must be signed out by a staff member before leaving the Club. To ensure your child's safety, they will not be allowed to leave the building until you enter and check in with a staff member. Children MUST leave the building with you, to ensure safety in the parking lot. If you are unable to come into the Club, please call the front desk so that a counselor can walk your child out and ensure a safe pick-up. We also require notification if anyone other than a person on your authorized pick up list is coming to get your child. This person will be required to present a valid picture ID. Please call the Club if you need to change or add someone to your pickup list.

When picking up, please wait by the front desk while a staff member gets your child from programs. If you would like to walk through the Club, you must check in with Sara, Stephanie, or Charlie and put on a visitor tag. One of us will then escort you through the Club.

What is the snow day/inclement weather policy?

BGCNC will make an educated decision on whether to open the Club in the event of snow or inclement weather. Because safety is our number one priority, if the schools close, we will usually close as well. If we close, we will post to our Facebook page, send out a Constant Contact message, notification on Remind, and update our message machine at the Club.

Can my child bring a cell phone or electronics to the Club?

Members may bring electronics, but they will only be permitted to use them during certain times of the day. Children may not charge electronics while at the Club. We do not get cell phone service in our building and children do not have access to the WiFi so they will only have access to downloaded games or programs on their device. In the event of an emergency or if you need to get in touch with your child, please call the Club (603) 838-5954. **We are not responsible for lost, broken, or stolen devices.**

If my child takes a medication, whom is this given to and how is it administered?

Parents whose children need medication at the Club should provide the medication in the original container with the prescription attached. Non-prescription medication must be accompanied by a parent's note. All medications should be given immediately to the Program Director or Executive Director and will be kept in a locked drawer. Medications will be dispensed by authorized BGCNC personnel only.

Even though our staff is CPR & First Aid certified, because we do not have a nurse on staff, we are not authorized to check sugar levels or inject a child with any medication other than Epi Pens.

The trained staff will handle minor injuries or illnesses. In the event of a minor accident, injury, or illness (i.e. bloody nose, cut, or scrapes), the staff will treat the wound and parents will be informed at pick up. In the case of serious illness or accident, staff will utilize appropriate police, fire department, or ambulance transportation. If this action is taken, the member will be taken to Littleton Hospital or the nearest medical facility. Parents will be notified in all cases.

What if my child is feeling ill?

If your child is feeling ill, we ask that they are kept home until the symptoms are clear. If your child has a fever or has vomited within the past 24 hours, he/she should not attend Club programs.

If your child has a suspected case of lice, we will call and ask that they are picked up as soon as possible. If this turns out to be a confirmed case, we will require a doctor's note stating that your child is free of nits and lice in order to return to the Club. If this note is not provided, we will call and request that the child be picked up as soon as possible. BGCNC will conduct lice & head-checks at our discretion.

Can I receive pictures of my child at the Club?

We will attempt to take pictures of children throughout the year, unless a family has indicated that they do not want pictures of their child taken. Photos taken will be posted to our Facebook page: www.facebook.com/BGCNC.

Occasionally, these photos will also be used on our website or on official Club materials for marketing purposes. Photo waivers can be found on your child's registration packet.

If my child has a 1:1 or paraprofessional helper at school, can this person also attend the Club with them?

Yes! We prefer that if a child has a 1:1 or paraprofessional at school, that they also have this support at the Club. For the safety of your child and the children around them, we may request that this service be extended to Club activities if we find that your child is having a difficult time adjusting or managing activities.

If my child attends a program such as swimming or gymnastics at Evergreen, can they be walked up to the facility?

Yes, we are happy to provide walk-up services for children attending Evergreen programs. To ensure that your child is walked up at the appropriate time, please call the Club so that we can add them to the walk-up list. We do NOT walk children back down to the Club unless there is an emergency or extenuating circumstance and you cannot get to Evergreen in time for pick up. Should this happen, please call the Club to ensure a staff member can get to Evergreen to walk the child back down.

BGCNC Discipline Policy

The progressive method of discipline approved for BGCNC is:

Step 1: Talk through the problem with the member. Staff will attempt to redirect the member(s) and suggest alternative solutions to the problem/situation. A warning may be given to a member and consequences for continuance of their behavior.

Step 2: Removal from activity. Staff will ask the member to sit out, or staff will safely remove the member from the activity. The BGCNC staff will ask the member to take a break and then help the member return control of him/herself and process the incident. After taking a break, or when the member is calm, staff will ask why s/he was removed from the group. Members will be provided an opportunity to resolve the situation by talking with staff and peers. After conversation, the child will return to the activity. Depending on the severity and continuation of behavior, a write-up may be given and delivered to the parent/guardian at time of pick up.

Step 3: The member will be brought to the Program Director or Executive Director. A parent will be contacted to discuss the member's situation. Upon pick up, the program staff and parent will meet to discuss the problem and staff will provide the parent/guardian with a written report, detailing the situation and efforts made by staff to resolve the situation.

Program staff will IMMEDIATELY contact parents/guardians when these situations arise:

1. Physical fighting with another child (**will result in an automatic suspension**). Parents will be contacted and expected to arrange for child's pick up as soon as possible. Length of suspension will be determined by Executive Director/Program Director.
2. Habitual use of swearing/foul language
3. Hitting and/or kicking a staff member/another child/visitor
4. Leaving the group/area
5. Inappropriate physical touching of staff member/another child/visitor
6. Repeated infringements of BGCNC policies

Step 4: If behavior continues, a meeting will be held between child, parent, and Executive Director. All documented prior incidents will be discussed and the member will be placed on a behavior plan according to the member's developmental needs and level.

Step 5: Should future incidents occur, the BGCNC Executive Director may recommend the member is unable to return to BGCNC. If the member's behavior is severe and endangering the safety of the member, other members, and/or BGCNC staff, we reserve the right to terminate services immediately. You should feel free to consult the Program Director regarding any problems in your child's adjustment to our Afterschool Program.

Calendar

August 26th – Start of Afterschool Program 2019-2020

August 30th – Club Open 7:30 AM – 6:00 PM; \$25/Club Member

September 2nd – LABOR DAY – Club Closed

October 11th – Club Open 7:30 AM – 6:00 PM; \$25/Club Member

October 14th - COLUMBUS DAY - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

October 17th – Open 12:00 PM – 6:00 PM for Early Release Day

November 8th - Open 12:00 PM – 6:00 PM for Early Release Day

November 11th – VETERAN'S DAY - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

November 14th - Open 12:00 PM – 6:00 PM for Early Release Day

November 27th - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

Open 12:00 PM – 6:00 PM for Early Release Day

November 28th – THANKSGIVING – Club Closed

November 29th – Club Closed

December 2nd - Open 12:00 PM – 6:00 PM for Early Release Day

December 23rd – 31st – Club Closed

January 1st – NEW YEAR'S DAY – Club Closed

January 2nd - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

January 3rd - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

January 17th - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

January 20th – CIVIL RIGHT'S DAY - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

February 24th -28th - WINTER CAMP – Club Open Daily 7:30 AM – 6:00 PM;

\$25/Day or \$125/Week – Pre registration required

March 19th - Open at 12 PM for Early Release Day

March 27th - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

April 27th – May 1st - SPRING CAMP - Club Open Daily 7:30 AM – 6:00 PM;

\$25/Day or \$125/Week – Pre registration required

May 15th - Club Open 7:30 AM – 6:00 PM; \$25/Club Member

May 25th – MEMORIAL DAY – Club Closed

****End of school year full-day openings & half days – TBD*

Communication

Daily communication or announcements from BGCNC will be posted to the Parents' Board in the Administrative Hallway. Please make sure to check this board on a daily basis. We will also post important information to our Facebook page and/or send messages via Constant Contact.

In the event that we need to contact all families about an urgent matter, we will use a program called Remind. This service is free for our families to enroll in. Remind allows the Boys & Girls Club of the North Country to safely and efficiently communicate with parents & guardians about important program information, Club activities, and Club closings. Participants sign up and choose to receive messages via text, email, or in the app.

Please sign up for this service as soon as possible to ensure that you will receive important updates and announcements from BGCNC.

If you have a smartphone, you can receive push notifications:

1. On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/bgcnc-as
2. Follow the instructions to sign up for Remind
3. You'll be prompted to download the mobile app

If you don't have a smartphone, you can receive text notifications:

1. Text the message [@bgcnc-as](#) to the number **81010**
2. If you're having trouble with **81010**, try texting [@bgcnc-as](#) to **(505) 273-5684**

If you would rather receive email notifications, please email bgcnc-as@mail.remind.com

A Day in the Life of a Member

We pack our days with high-quality programs and Club experiences. While pickups are allowed at any time between 3 and 6pm, please try your best to pick up during a program “break” time so that children can complete the program they are in with their peers.

Throughout the year, we supplement our Club programs with specialty programs such as rock climbing, sewing, jewelry making, radio show, etc. You can find more information about specialty programs on our Parents’ Board as they are scheduled. Please note that there is occasionally an additional fee for specialty programs, not included in the Afterschool Program fee.

3:00-3:15	Drop off & Snack
3:15-4:00	Power Hour Homework & “Brain” Time
4:00-5:00	Program Time Separate programs for K-3 rd grade & 4 th grade & up
5:00-6:00	Free Time & Clean Up

Thank You

Boys & Girls Club of the North Country policies that are not included in this handbook are reviewed on a regular basis and updated as needed. They are available for review upon request of the Executive Director.

This handbook may be updated from time-to-time and notice will be provided as updates are implemented.

Thank you for taking the time to thoroughly read the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting you know you and your family!

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